



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

January 19, 2022

ALL AGREEMENT STATES, CONNECTICUT, INDIANA

ADVANCE NOTIFICATION OF FEE CHANGE REGARDING SUBMITTAL OF FINGERPRINT CARDS (STC-22-001)

**Purpose:** To inform the recipients that the fee to submit Criminal History fingerprint cards for processing will be changed.

**Background:** To be in compliance with security-related requirements (i.e., Title 10 of the *Code of Federal Regulations*, Part 37, "Physical Protection of Category 1 and Category 2 Quantities of Radioactive Material"), licensees are required to submit fingerprints of individuals who they would like to be deemed trustworthy and reliable for the purpose of unescorted access to certain radioactive material or information. These individuals go through a Federal Bureau of Investigation (FBI) identification and criminal history records check, based on fingerprints, as a step in the trustworthiness and reliability determination process for access. The U.S. Nuclear Regulatory Commission (NRC) receives these fingerprint cards from licensees to be transmitted to the FBI.

**Discussion:** The fee, which is currently \$10 per fingerprint file, will be increased to \$35 per file effective on March 1, 2022. Public notification detailing the increase in the fee is provided in a *Federal Register* notice issued on December 29, 2021 (86 FR 74109). The notice may be found at <https://www.federalregister.gov/documents/2021/12/29/2021-28262/revision-of-fees-for-the-criminal-history-program-fee-recovery-for-fiscal-year-2022>.

An update regarding this upcoming change may also be found on the NRC public website at <https://www.nrc.gov/security/chp.html> and <https://www.nrc.gov/security/byproduct/10-cfr-part-37.html>.

As a reminder, payment is due upon fingerprint card submission, and the NRC's preferred method of payment is through Pay.gov at <http://www.pay.gov> which includes payment by debit or credit card or electronic funds transfer (e-check). Access to Pay.gov can be obtained by sending an e-mail to [paygo.resource@nrc.gov](mailto:paygo.resource@nrc.gov). Although electronic payment is preferred, the NRC also accepts cashier checks or money orders made out to the U.S. Nuclear Regulatory Commission. Fingerprint cards along with proof of payment should be sent to:

U.S. Nuclear Regulatory Commission  
Director, Division of Physical and Cyber Security Policy  
Attn: Criminal History Program/Mail Stop – T-07D04M  
11545 Rockville Pike  
Rockville, MD 20852-2738

Additionally, the NRC's Criminal History Program staff has and continues to support licensees' electronic submittal of fingerprints and electronic return of results, via the Electronic Information Exchange process, which is available on the NRC's "Electronic Submittals Application" web page (<https://www.nrc.gov/site-help/e-submittals.html>). As a reminder, licensees who continue

to submit hardcopy fingerprint cards via mail may opt to participate in a process to receive results electronically. Details on this process may be found in the July 8, 2019, STC letter, "Fingerprint Card Results Process Improvement (STC-19-041)" (Agencywide Documents Access and Management System Accession No. [ML19169A323](#)).

An e-mail communication about the fee change will be sent out to NRC and Agreement State licensees via GovDelivery. Please forward this notification to your applicable licensees to ensure that they received this communication.

If you have any questions regarding this correspondence, please contact the individual named below.

POINT OF CONTACT: Kim Lukes  
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Signed by Anderson, Brian  
on 01/19/22

Brian C. Anderson, Chief  
State Agreement and Liaison Programs Branch  
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STC-22-001 Letter on Advance Notification of Fee Change Address Change Regarding Submittal of Fingerprint Cards DATE January 19, 2022

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NAME	KLukes <i>KL</i>	VHuckabay <i>VH</i>	BAnderson <i>BA</i>	
DATE	Jan 15, 2022	Jan 18, 2022	Jan 19, 2022	

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